



Opava Archives Online

Czechia “How to” Guide, Intermediate Level: Instruction

October 2021

GOAL

This guide will teach you how to navigate the online Czech records in the Opava Archive and how to access them.

INTRODUCTION

The majority of church records in Czechia have been digitized and put online for the use of the public. Each archive has its own website, and you will need to learn how to use each individual archive. If the records you are looking for are found in the Opava Online Archive, this guidewill be of use to you in navigating their website.

In order for this guide to be most useful to you, you will already need to know the parish of the locality that you are researching. It would be helpful to have completed the Genteam “How to” Guide before starting this “How to” Guide.

You may want to consult the following “How to” Guides before continuing:

- Genteam “How to” Guide

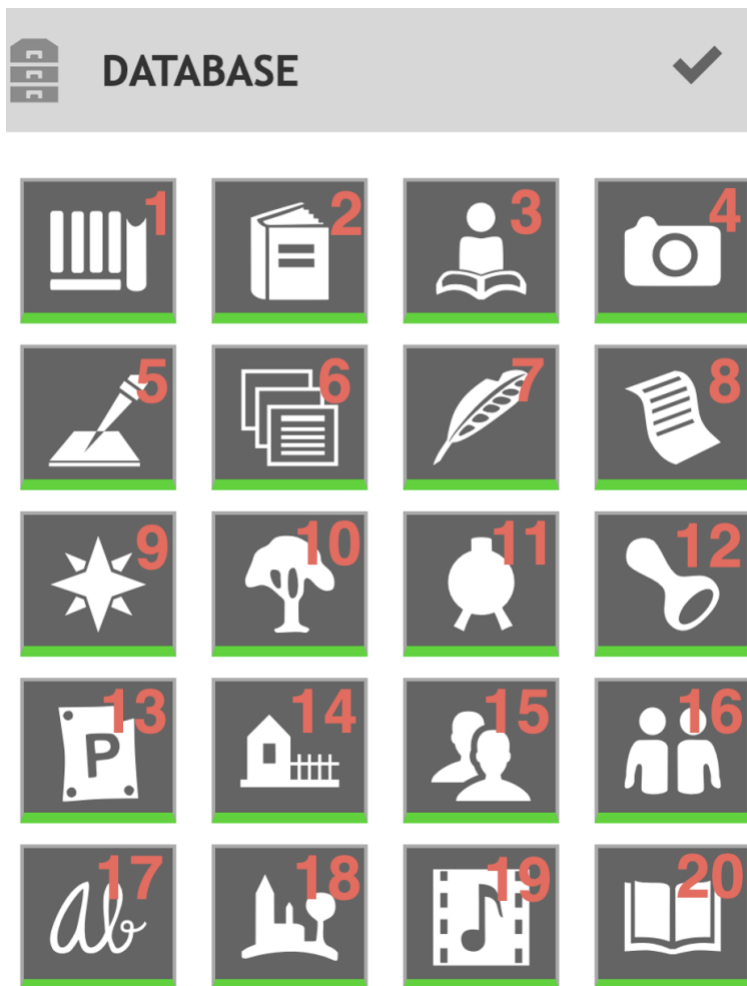
HOW TO

Steps for Searching:

There are several ways you can search the Opava Archives. Searching by the name of the location or parish will help you locate church records, census records, maps, etc., while searching by surname may bring up results in the censuses, photographs, etc.. This “How to” Guide will focus primarily on locating church records.

1. Go to digi.archives.cz.
2. Choose your preferred language by clicking on the **flag** icon in the upper right-hand corner. The site is available in Czech, English, German and Polish. To select English, click on the **flag** in the upper right-hand corner, and then click on the **British flag**.
3. To search for church records, enter the name of the parish in the search box at the top of the page. On the right sidebar, you can filter search results using a variety of different options as described below.
 - a. **Only with Digitized Attachments:** to search only for documents with digitized attachments, click on the toggle to change it from red to green.

- b. **Database:** the database option allows you to select what you would like to include in your search. The various databases are represented by an icon, which are shown below. Icons with a green bar beneath them appear in your search results, while icons with a red bar do not. Click on an icon to add or remove it from your search. The default search settings are set to search everything excluding archival fonds, finding aids, and the library. If you would like to search specifically for church records, choose the option **Parish Registers**.



1. **Archival Fonds:** archival files or collections.
2. **Finding Aids:** inventories, catalogs, etc. to help you locate information in the archive.
3. **Inventory Records:** inventoried archival records. Basic description unit.
4. **Photographic Documents:** photographs, negatives, slides, postcards, drawings, or prints.
5. **Graphics**
6. **Card Indexes:** card indexes of deportation, insurance, registration, German citizenship, house registers, etc.
7. **Chronicles:** chronicles and commemorative books of various types (municipal, civil, parish, etc).
8. **Charters**
9. **Maps and Plans:** historic maps, plans, and technical documentation
10. **Parish Registers:** church and civil records
11. **Seals:** seals on charters (letters) and collection of seal copies)
12. **Seal Matrices**
13. **Posters**
14. **Land Records:** land books (track holding and changes in land/real estate possession)
15. **Censuses:** census records (1830-1930).
16. **Associations:** records of public associations and clubs.
17. **School Registers**
18. **Views:** views, landscapes, and panoramas (currently pre-1850).
19. **Video and Audio**
20. **Library:** literature, books, magazines, etc. available at archive libraries.

- c. **Archives:** filter by archive. The default search settings are set to search all archives.
- d. **Time:** the time option allows you to narrow your search by time-period. To do so, click on the toggle to change it from red to green and enter your year ranges.
- e. **Specific Selection:** the specific selection feature allows you to search for a specific fond and sheet number. Only use this option if you already know the archival call number for the record you need.

- After you have entered your search terms and selected your search parameters (if you are searching specifically for church records, be sure you have unselected other databases and selected the option **Parish Registers** (the tree icon). Click the **green Search** button in the upper right corner of your screen.
- Search results will appear as illustrated in the screenshot of parish register results for Bolatice below.

FOUND RESULTS

1 Total : 189 (189) Default order 12 Save selection

PARISH REGISTER Regional Archives in Opava

O • inv. č. 4063a • sig. ST II 54a • 1874 - 1920 • Bolatice, Borová 1874 - 1920

Bolatice, Borová

PARISH REGISTER Regional Archives in Opava

I-Z • inv. č. 4090a • sig. ST II 81a • 1874 - 1920 • Bolatice, Borová 1874 - 1920

Bolatice, Borová

PARISH REGISTER Regional Archives in Opava

Z • sig. St XI 224 • 1946 - 1946 • Bolatice, Ludgeřovice 1946 - 1946

Bolatice, Ludgeřovice

- Each search result is contained in a pink and white box. On the left side of the pink section, you'll find the kind of database the record came from and the archive they are preserved in on the right. In this case, we have Parish Register results from the Regional Archives in Opava. To the right of the database icon, you'll find an abbreviation for church record type, followed by the archival call number, date ranges of the record, and the location. Abbreviations for church record types can be found below:
 - N = birth records
 - I-N = index of births (handwritten index)
 - O = marriage records
 - I-O = index of marriages (handwritten index)
 - Z = death records
 - I-Z = index of deaths (handwritten index)

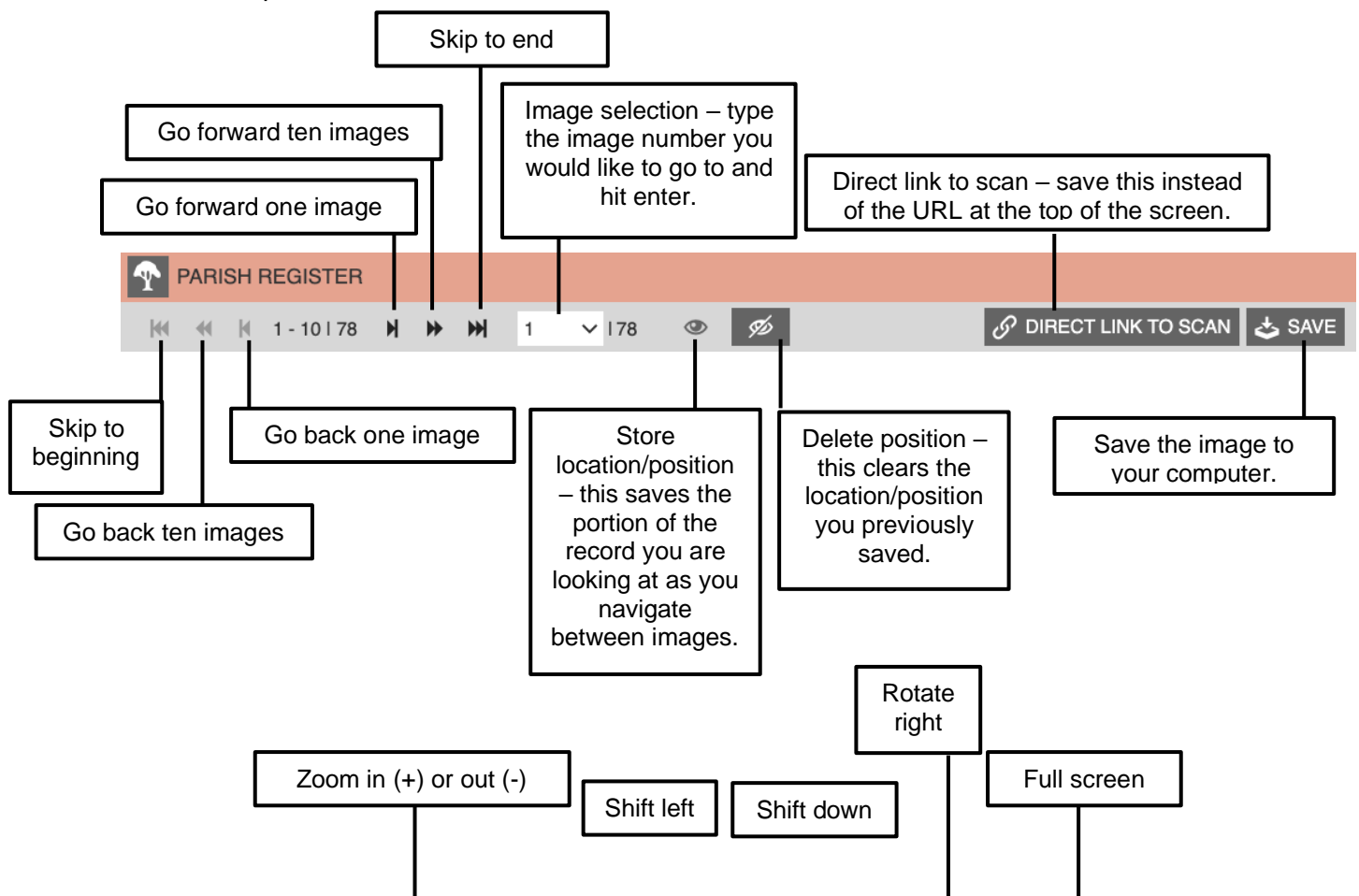
In the gray box on the left, the **paper clip** icon means that a digital record is available, while the **cart** icon will add the record to your print list. Note that those records with only a cart icon mean those records are only available at the archive. The archival call number and information found on the entry page will help you locate the record within the archive.

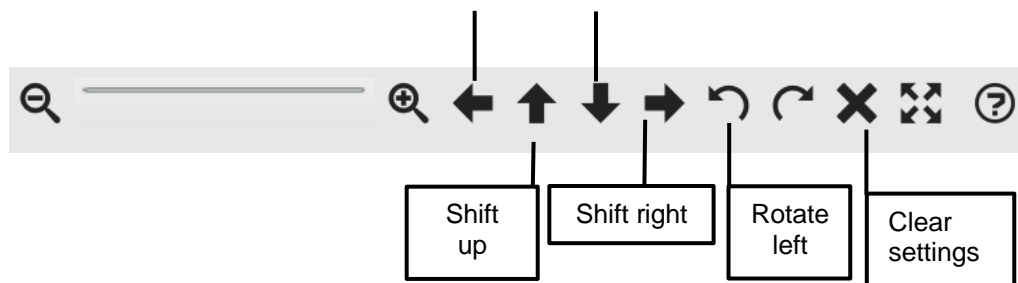
- To view more details about a record, click on it. Although the headings will be in English, some of the information may be in Czech. If using the Google Chrome browser, right click anywhere on the page and select the option, **Translate to English**. Below you'll find information about some of the headings.

- Under the section, **Type of Parish Registers**, you'll be able to see if they are church or civil records. Civil records will read *civil (registry office)/civilní (matričního úřadu)* while church records will simply state the religious denomination.
- Under the sections, **Date Range** and **Volume's Content**, you'll find the time span of records included.
- The **Territorial Range** includes the place(s) in the record set.
- The **Language** indicates the language(s) the records are in. Common languages include German/němčina, Latin/latina and Czech/čeština.
- The **Storage Location** indicates which archive the records are stored in.
- The **Localities** section again indicates the place(s) included in the record set.

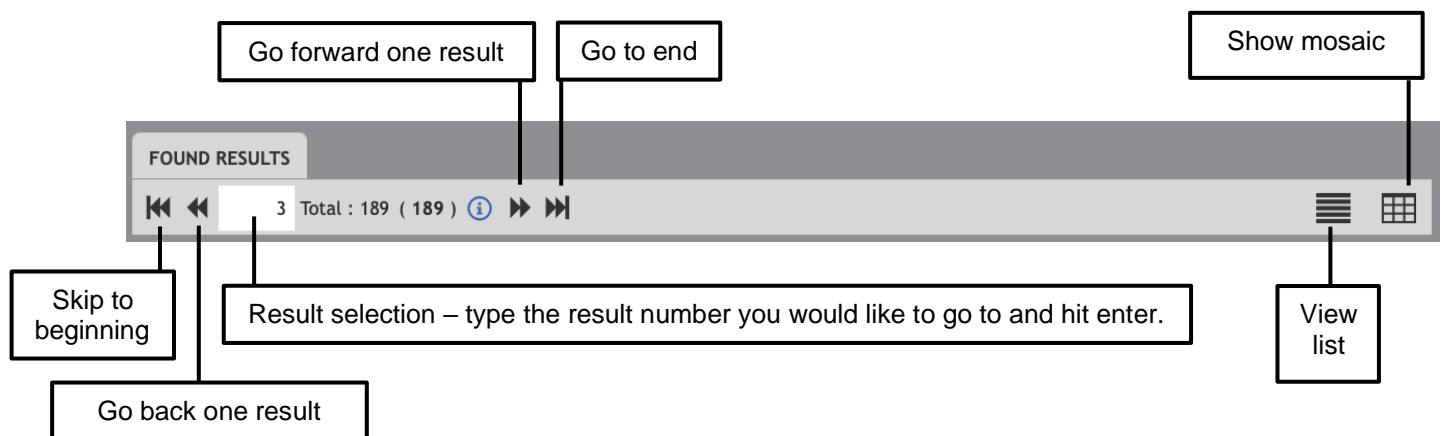
If there is a digitized record available, you'll see a **thumbnail** with the number of scans available right below it. If there is not a digitized record available, you can export the record details about the record to PDF by clicking on the PDF icon or save it to your list by clicking on the cart icon. Note there is also an option for a citation (quotation mark icon) and a direct link to record. These options are available for records with/without digitized images.

8. In the case there is a digitized record available, to view the actual record, click on the **thumbnail** of the record image, and a new tab will open. Use the controls at the top and bottom of the screen to navigate between records, zoom in/out, save the record to your computer, etc. See below for more information.





- To continue browsing through other record books, return to the previous tab. Note that if you push the back button on your browser, nothing will happen. Rather, use the controls on the grey bar under **Found Results**.



PRACTICE

Using the instructions above, we will work together to find out what church records are available for the parish of Pustá Polom.

- Go to digi.archives.cz. If the site appears in Czech, click on the **flag** in the upper right-hand corner, and then select the **British flag**.
- Type **Pustá Polom** into the search box. Keep in mind that diacritics are not necessary. Before pressing the search button, adjust your search parameters by using the controls on the right.
- We are looking for church records, so we'll focus our search on **Parish Registers (the tree icon)**. Remove other databases from the search by clicking on them to change the bar underneath from green to red. Be sure the Parish Registers icon has a green bar beneath it. Leave the rest of the search terms as is. We'll search for all time periods, and both digitized and archival records. Press the green **Search** button.

4. Search results will appear. In this case, you should have 31 results for various parish registers. Note that many of the results do not have a paper clip in the gray box, which indicates there is not a digital image available.
5. Let's now search only for records with digital images. On the right sidebar, under Selection, choose the option, **Only with Digitized Attachments**. Press the green **Search** button again.
6. There should now be only fifteen results, each with a paper clip icon in the gray box.
7. Find the **birth (N)** records for the years **1874-1907**. Note that they are birth records (N), but there is also an index (I-N) available. Click on this entry.
8. Note that these are Catholic parish records, and both the births and indexes span the years 1874-1907. They take in Kyjovice and Pustá Polom. There are 226 scans available, which can be accessed by clicking on the thumbnail image of the record.

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! Click [here to try out the Activity](#).